

## FORM SUMMARY

---

**Name of Form:** Demand for Trial and Instructions

**Form Number:** SC-517

---

**Statutory Reference:** §799.207(2), Wisconsin Statutes

**Benchbook Reference:** CV 42-9 and CV 42-10

**Purpose of Form:** In counties in which court commissioners conduct hearings in small claims matters, the court commissioner's decision becomes a judgment unless one or both parties demand a trial before a circuit court judge within 10 business days of an oral decision or within 15 calendar days of the mailing of a written decision.

The instructions and the form are provided by the court commissioner to the parties at the conclusion of the hearing. This form is used by any party who seeks a trial before a circuit court judge.

**Who Completes It:** The party demanding a trial fills out the entire form.

**Distribution of Form:** The original is filed with the clerk of court. The party demanding a trial must mail or deliver a copy of the demand for trial to the other party. Proof of mailing or delivery must also be filed with the clerk of circuit court.

**Accompanying Forms:** Proof of mailing to the other party.

**New Form/Modification:** Modified; last update 08/11.

**Modifications:** Added: "NOTICE TO PARTIES: If you do not file a timely demand for trial, you have no right to a trial and no right to an appeal." Removed **business and calendar days** from the instructions.

**Comments:** This is a mandatory form.

**About this Form:** This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.

**If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.**